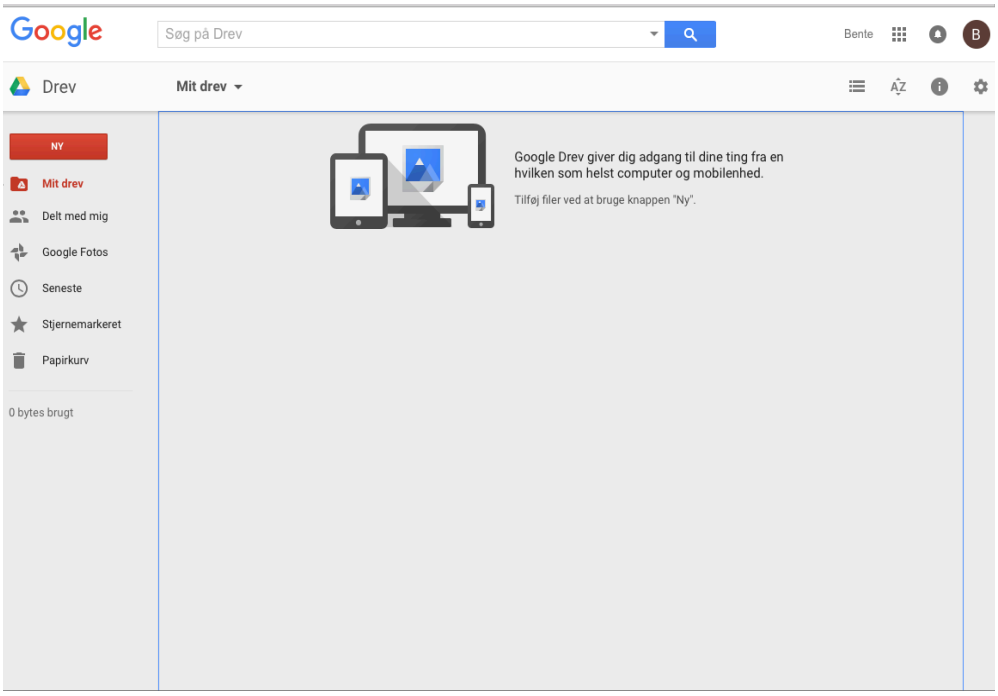
# INTRO TO GOOGLE DRIVE

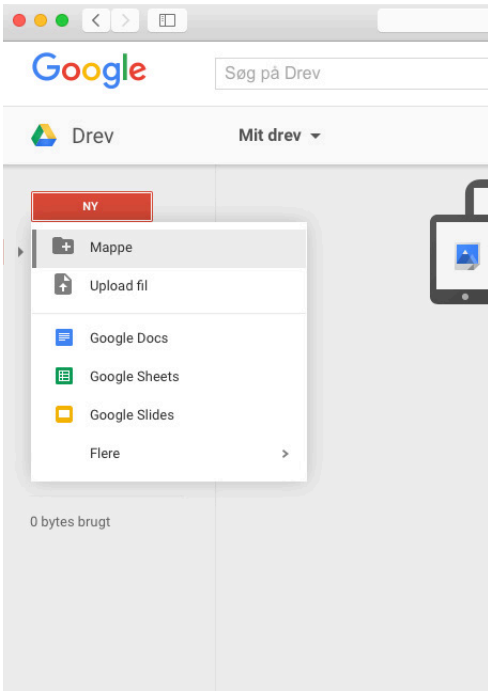
GOOGLE DRIVE IS A PRATICAL SOLUTION FOR STORING FILES IN THE CLOUD. FUTHERMORE IT IS AN ENTRYWAY TO GOOD TOOLS OF COLLAPORATION AND SHARING. IN GOOGLE DRIVE A GROUP OF PEOPLE CAN VIEW, COMMENT AND EDIT THE SAME DOCUMENT WHICH SAVES AUTOMATICALLY.

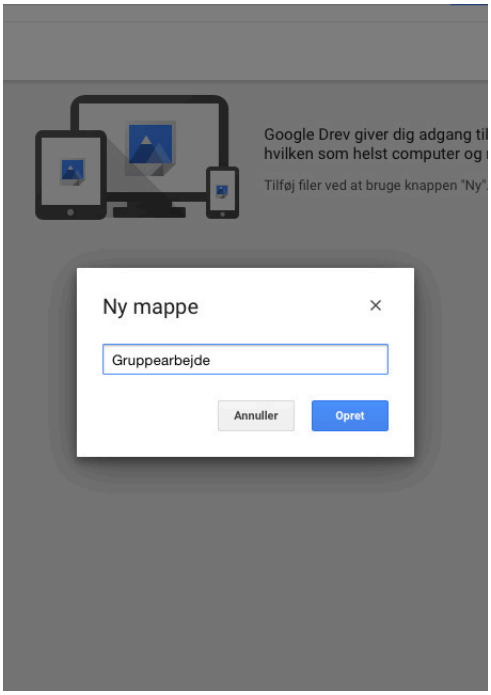



At drive.google.com you will find this page.
It is empty because the drive has not been put to use yet.

As this page explains you can use Google Drive on all devices - which will syncronise to update automatically. We will not go thourgh that proces in this tutorial.

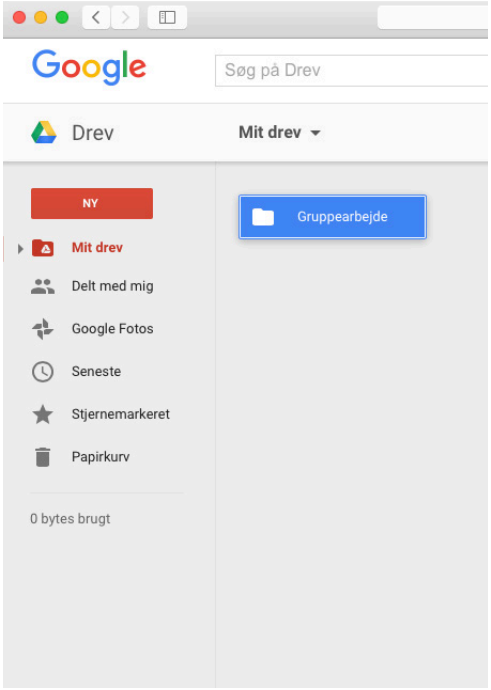
To the left you can gain access to the different folders. In the upper right corner you can gain access to the settings of the folder and of viewing options.

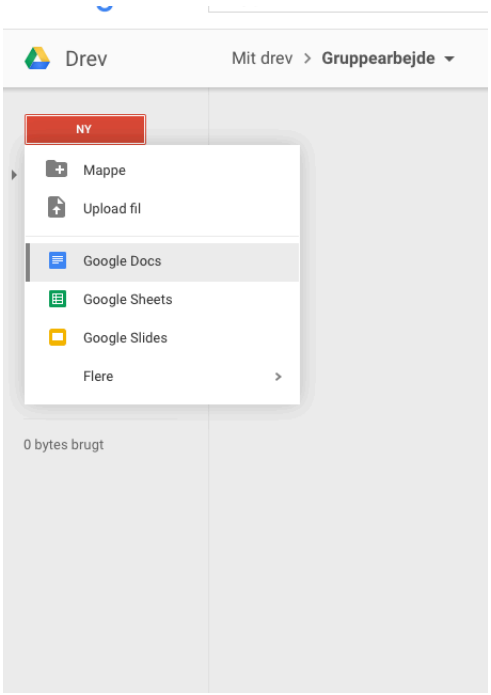



When you press the red button "New" you get a number of options.

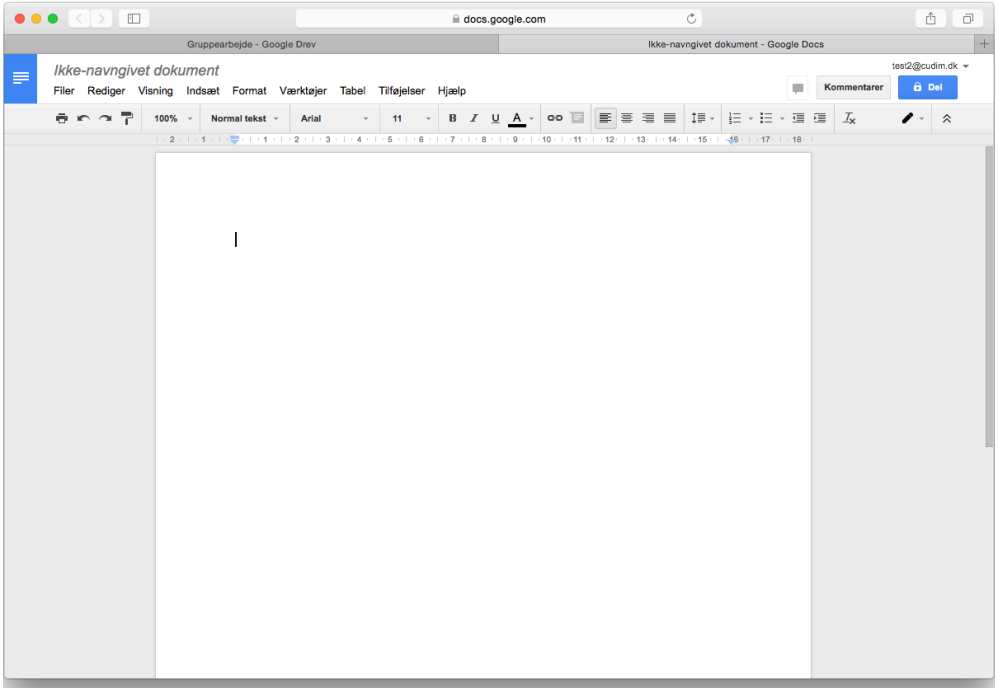
In this example we are creating a new folder for "teamwork" (Gruppearbejde).




Now a new folder shows up in the area where a recommendation for using Google Drive on diffenrent devices was shown earlier.

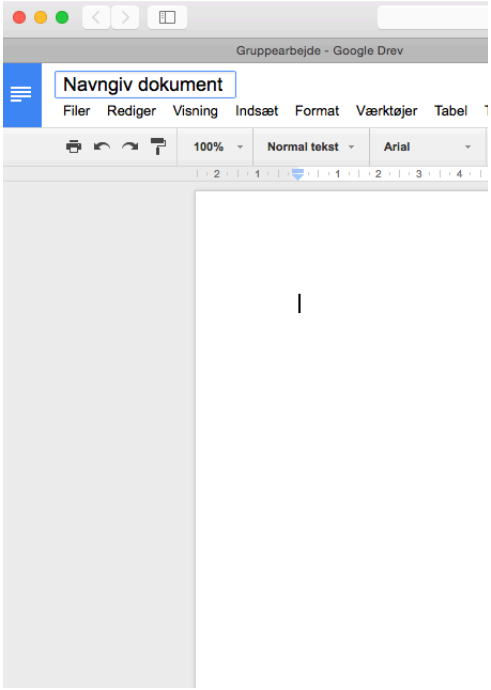
Wanting to create a document in the folder you simply click on the folder and then click the red button "New" and choose "Google Docs".

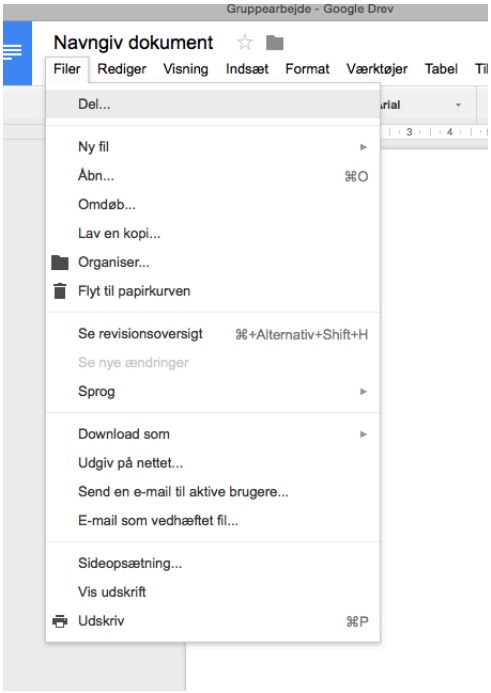



This is the way Google Docs looks. It opens automatically and the document is saved in the folder where you created it.

In Google Docs several people can view and edit the same document at the same time.

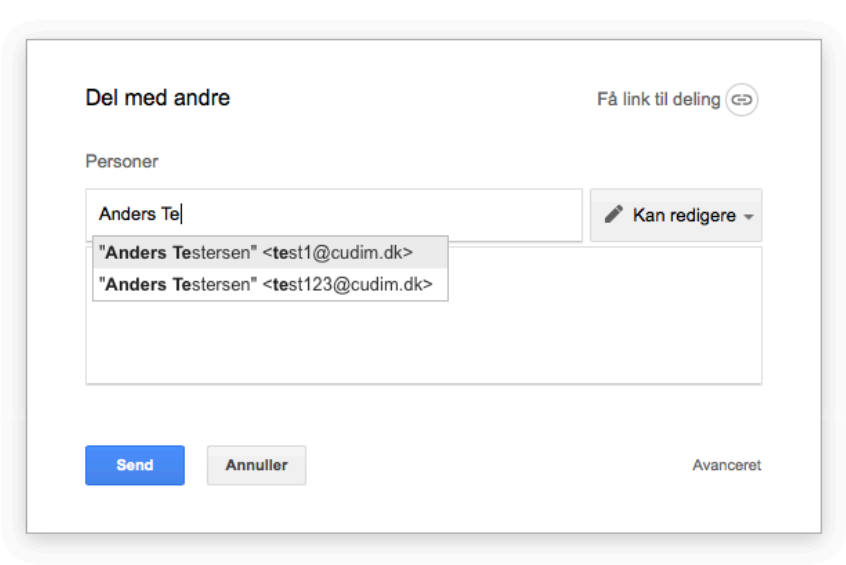
It is also possible to comment on the text and to reply to the comments. If several people is online at the same time, you can open a chat for discussing the editing of text.



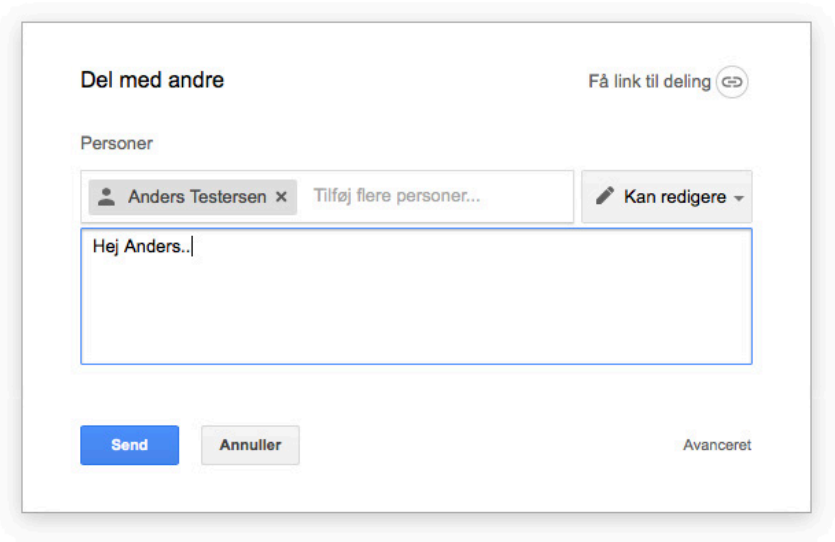

The document is named by clicking on "Untitled document" in the upper left corner and then typing a new title.

To share the document click "File" and then "Share...".




First find the ones with whom you want to share the document.

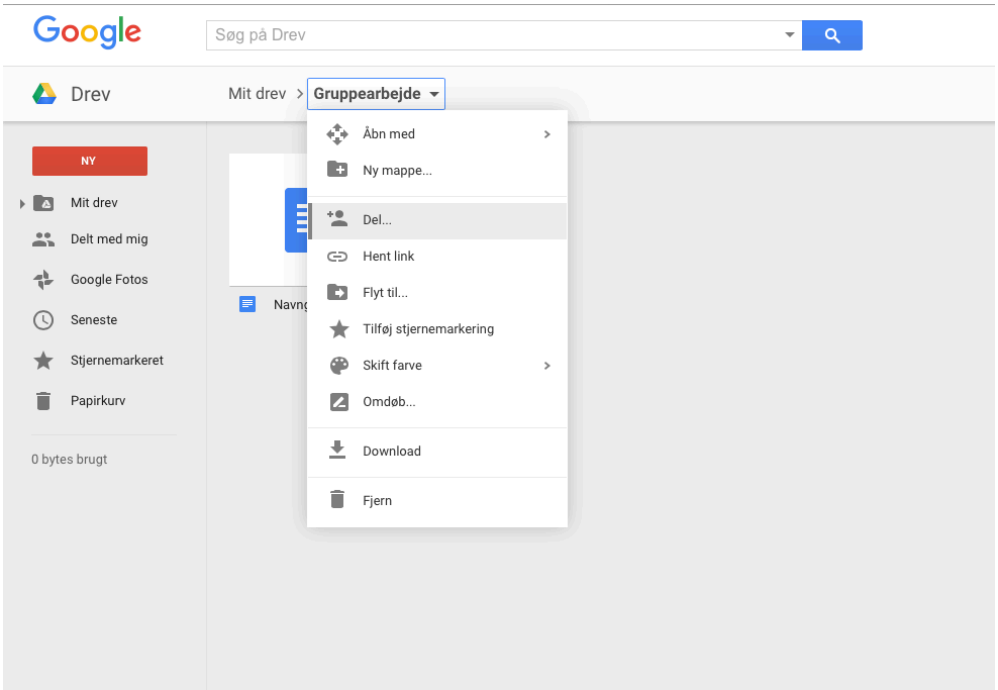
If it is one of your Google contacts you only have to write the name of the person, otherwise you will have to write their email address.




It may be a good idea to write a message to the people with whom you are sharing the document to let them know what you would like for them to do: read, correct gramma, comment ect.

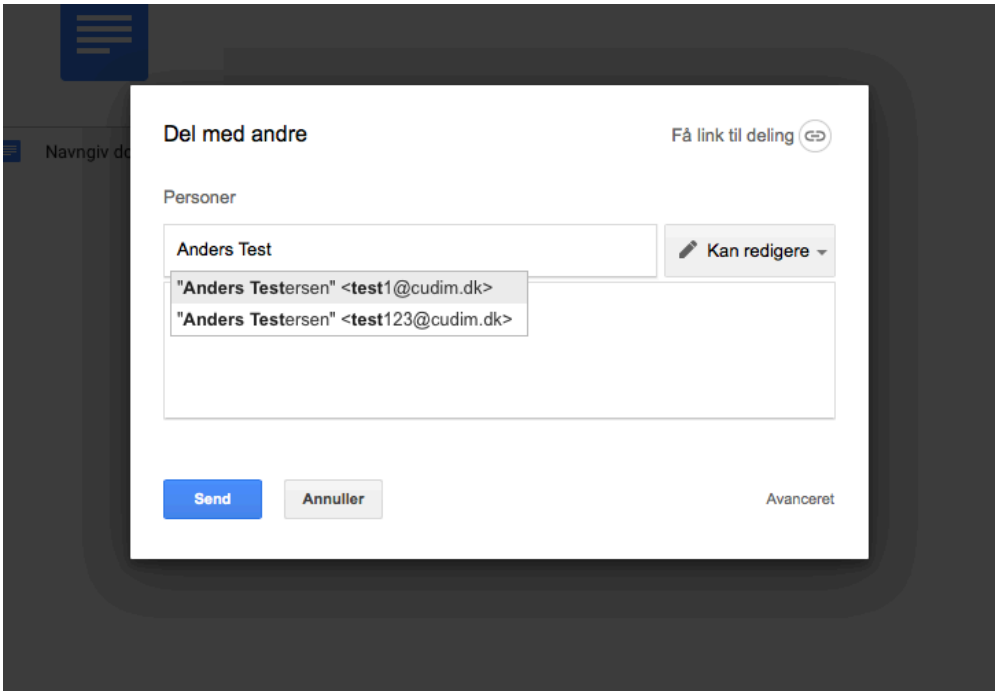
To the right you can choose whether they should be allowed to edit (standard), comment or only view the document.

Click "Send" and they will receive a mail with a link and your message.



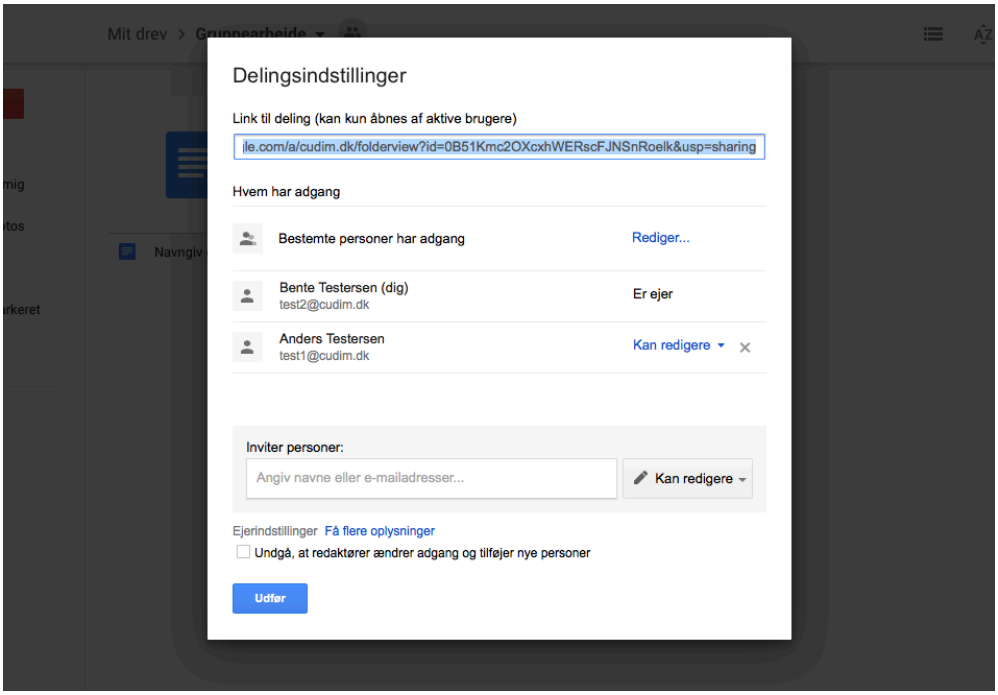

It may be intricate to share every document. Instead you can choose to share a whole folder with certain people.

Do this by right-clicking on the name of the folder and then clicking "Share...".




The process is the same as when sharing a single document. You can write names or emails, write a message and choose level of access.

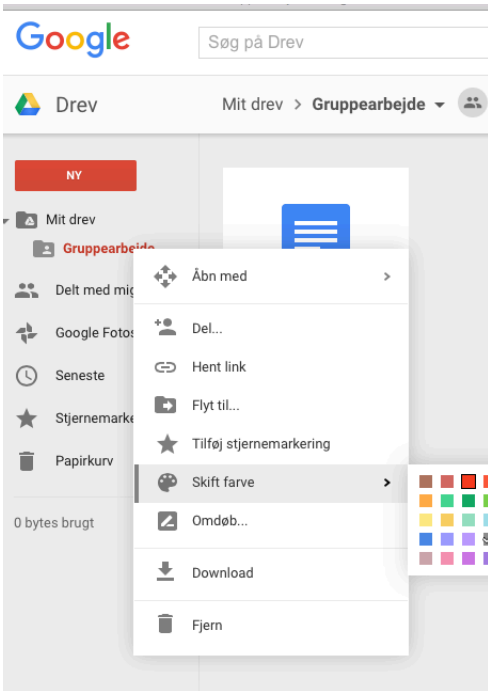
By clicking "Advanced" you can choose different access levels for different people.

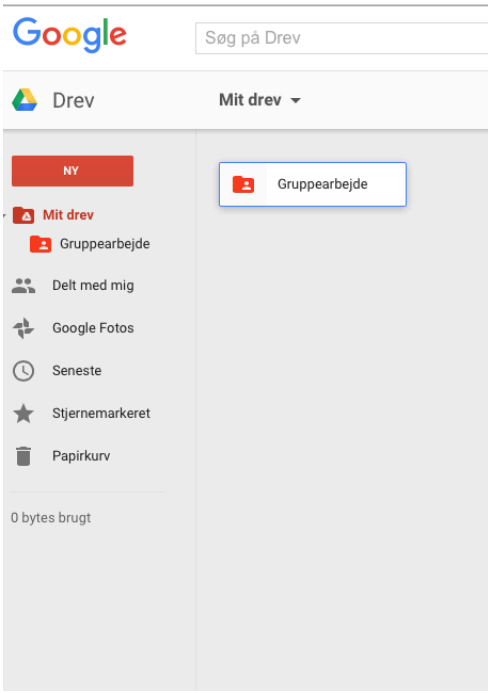



At the top is a link for sharing the folder. Use this if someone cannot find the original mail with the shared folder nor the folder in their drive. In that case you simply give them this link.

Beneath there is a list of the people with access to the folder og their access level can be changed.

In the bottom new people can be added.

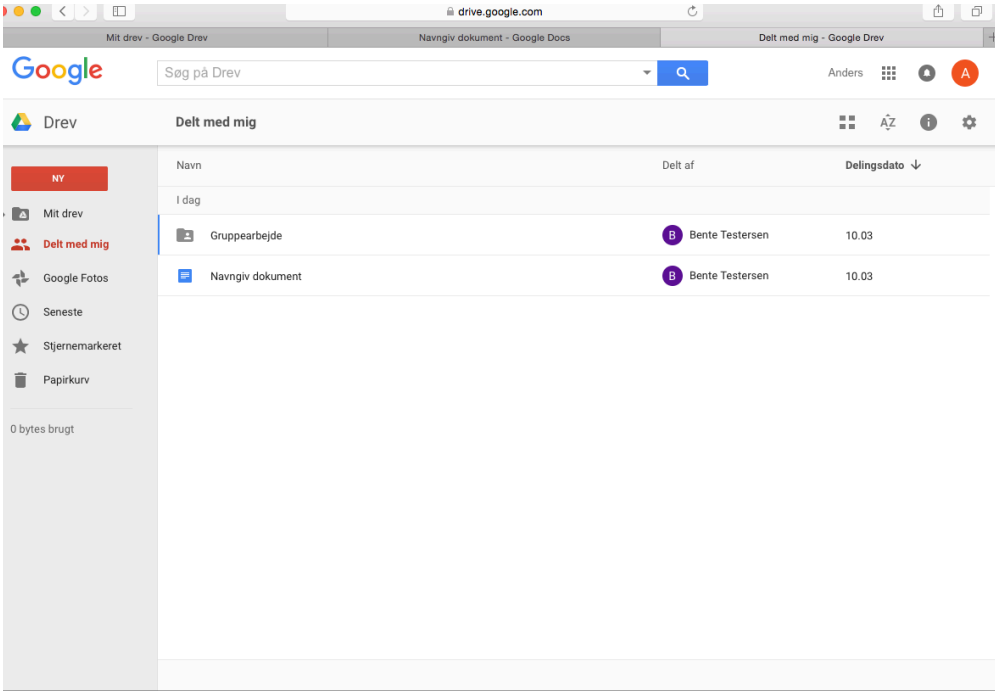



Another feature in Google Drive is the possibility to change the colour of folders.

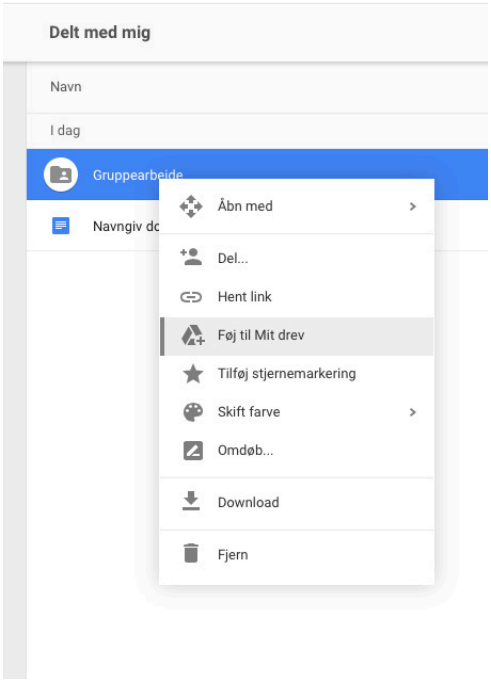
This can be beneficial when more folders are created and you quickly want to find a certain one.

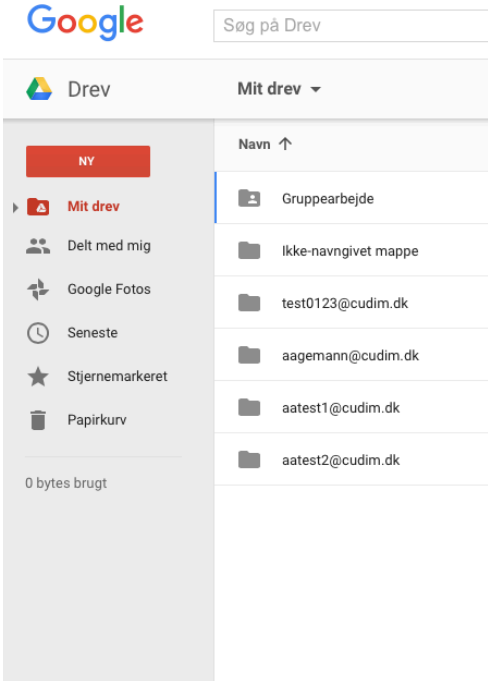
Be aware that the colour only changes in your drive even though the folder is shared.




If someone has shared something with you and you cannot find it, click "Shared with me".

Here you find everything that has been shared with you. This can be fairly confusing if a lot is shared with you, so you can also add certain content to your own drive. It will still be in "Shared with you", but it should be easier for you to find.




You add content to your own drive by right-clicking it.

Choose "Add to My drive".

Now you can access the content through your own drive.